

Part 5 - Records of Committees, Boards, Conferences, National Councils, and National Task Forces

This schedule relates to records often created by Department of Education temporary and continuing committees, conferences, task forces, or similar advisory, governing or policy bodies or organizations. These organizations are usually established by an Act of Congress or Secretarial decision to study specific issues and report their findings to the Secretary of Education. The Department handles the administrative records, such as personnel, payroll, and fiscal matters. This schedule covers the program records of internal organizations and those organizations consisting of individuals from external sources (such as advisory boards) chosen to review issues for the Department. Program records are those records created, received, and maintained by these organizations in the conduct of their business, including those records created by contractors and consultants. The records in item 5 of this chapter (Conference Files) consist of those records created as a result of Departmental, national and international conferences not established by an Act of Congress or Secretarial decision.

For convenience, the term "committee" is used in this schedule to cover all types of temporary organizations within the Department of Education.

ED/RDS

ITEM

NO.

DESCRIPTION OF RECORDS

DISPOSAL

AUTHORITY

1. Committee Management Officer Files.

Interagency, advisory, or international committees.

a. Original Charters.

Disposition: **PERMANENT.** Cutoff files at the termination of each committee. Transfer to the National Archives in 5 year blocks when most recent record in block is 3 years old.

NARA Job No.
NI-441-96-1
Item 1.1a

b. Documents accumulated in exercising control over the establishment, use, and dissolution of committees. Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees, copies of directives authorizing the establishment of committees, committee inventory data, and related papers. These files may also include records pertaining to the Department's compliance with the Federal Advisory Committee Act, including federal officer

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ED/RDS
ITEM
NO.

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

designation information, requirements for establishing and managing advisory committees, reports on advisory committees, and related correspondence.

Disposition: **TEMPORARY.** Cutoff file on disapproval or dissolution of committee. Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

NARA Job No.
NI-441-96-1
Item 1.1b

1.2 Internal Committees.

Disposition: **TEMPORARY.** Cutoff file after termination of committee. Destroy 2 years after cutoff.

GRS 16, Item 8a

2. Committee Files.

Records created by committees, including agenda, minutes, reports, and related records documenting the accomplishments, policies, and membership of committees. Records may also include, but are not limited to: correspondence, nominating letters, membership lists, and transcripts.

NOTE: Disposition instructions for audiovisual records are in *Chapter 2*.

NOTE: Approval must be received from NARA for the disposition of electronic systems and records created to support the program functions of each committee, for example electronic systems that maintain survey data or analytical data.

2.1 Interagency, national, advisory, and international committees.

- a. Records of the sponsor or Secretariat or Education member (if Education is not the sponsor). Arranged by committee and thereunder alphabetically by subject.

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	1) <u>For short-term committees</u> : PERMANENT . Cutoff files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.	NARA Job No. NI-441-96-1 Item 2.1a(1)
	2) <u>For long-term committees</u> , such as the National Advisory Council on Indian Education: PERMANENT . Cutoff files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is 8 years old.	NARA Job No. NI-441-96-1 Item 2.1a(2)
b.	<u>All other copies.</u>	
	<u>Disposition</u> : TEMPORARY . Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	GRS 16 Item 18b(1)
c.	<u>Operational records in support of committee functions such as travel requests and meeting room reservations.</u>	
	<u>Disposition</u> : TEMPORARY . Cutoff annually. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	GRS 16 Item 18b(2)
2.2	Internal committees, task forces or working groups.	
a.	<u>Records of the Secretary of the Committee.</u>	
	1) <u>For short-term committees</u> : PERMANENT . Cutoff files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.	NARA Job No. NI-441-96-1 Item 2.2a(1)
	2) <u>For long-term committees</u> , such as the National Advisory Council on Indian Education: PERMANENT . Cutoff files at end of each fiscal year. Retire to the Federal Records Center in 5 year blocks	NARA Job No. NI-441-96-1 Item 2.2a(2)

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	when most recent record in block is 3 years old. Transfer each block to the National Archives when most recent record in block is 15 years old.	
b.	<u>Records of all other members.</u>	
	<u>Disposition:</u> TEMPORARY. Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	GRS 16 Item 8b(1)
c.	<u>Operational records in support of committee functions such as travel requests and meeting room reservations.</u>	
	<u>Disposition:</u> TEMPORARY. Cutoff file annually. Destroy when 3 years old or no longer needed for reference, whichever is sooner.	GRS 16 Item 8b(2)
3.	Committee Liaison Files.	
	Documents accumulated in serving as liaison between the Secretary of Education and various internal and external committees. Included are proposed agenda topics, agreements, correspondence, reports, and related documents.	
	<u>Disposition:</u> PERMANENT. Cutoff files at the termination of each committee. Transfer to the National Archives 1 year after cutoff.	NARA Job No. NI-441-96-1 Item 3
4.	Drafts and Working Papers.	
	Drafts and working papers to reports, agendas, correspondence, and related committee records. These records are specified by the Federal Advisory Committee Act to be created and maintained by each committee.	

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	<u>Disposition:</u> TEMPORARY. Destroy upon termination of committee.	NARA Job No. NI-441-96-1 Item 4
5.	Conference Files - National and International Conference Files of the Department.	
a.	<u>Division level and above.</u> One record copy of agenda, resolutions, or final reports of national and international conferences in which ED participated.	
	<u>Disposition:</u> PERMANENT. Offer to the National Archives 10 years after conference.	NARA Job No. NC-12-75-1 Item 6
b.	<u>Division level and below at headquarters, and all regional offices.</u> All correspondence and subject files not covered by items in the ED schedules.	
	<u>Disposition:</u> Destroy after 2 years.	NARA Job No. NC-12-75-1 Item 7